

**Appendix One**  
**BUDGET PREP Users**  
**Required FY 2004**  
**Budget Forms and Budget Prep Reports**

Agencies using Budget Prep must submit the following listed forms along with their Budget Prep documents. The forms must be prepared in Excel (Forms 103,104, 105, 360, 400, and 600 are also available in WORD).

Please note that the roll-up of state funds (General Fund, Uniform School Fund, and Transportation Fund) on budget forms and in Budget Prep for actual and authorized year must equal appropriations for those years. *See FY 2004 Budget Guidelines Tables at:*

<http://www.governor.state.ut.us/budget/Fy2004FormsandGuidelines/FormsGuidelinesTable.html>

**Submit electronic files and three hard copies by September 30, 2002.** Agencies are encouraged to submit draft copies early to GOPB analysts for review prior to submitting the official three hard copies.

## **A. Required Budget Forms**

### **I. List of Forms to be prepared at the Department (100) level**

|          |   |
|----------|---|
| Form 103 | Mission Statement, Goals/Objectives, and Recent Accomplishments |
| Form 104 | Legislative Intent Statements                                   |
| Form 105 | Preliminary Legislative Issue Analysis/Recommendation           |
| Form 150 | Department Budget Increase Summary - FY 2004 Building Blocks    |
| Form 151 | Department Budget Increase Summary - FY 2003 Supplementals      |

### **II. List of Forms to be prepared at the Division/Line Item (200) level**

|          |  |
|----------|--|
| Form 210 | Nonlapsing Summary by Line Item        |
| Form 225 | Schedule of Fees                       |
| Form 250 | Operation and Maintenance Expenditures |

**III. List of Forms to be prepared at the Program (300) level.** The following forms must be prepared for the Program (300) level, and consolidated into the 200-level documents.

|           |  |
|-----------|--|
| Form 360  | Program Description                              |
| Form 361  | Performance Measures Inventory                   |
| Form 370  | Federal Funding Detail                           |
| Form 371  | Summary of Dedicated Credits                     |
| Form 383  | Leases   |
| Form 383A | Requested Lease Detail                           |
| Form 400  | Request for Increase in Funds for FY 2004 Budget |
| Form 600  | Request for Funds for FY 2003 Supplementals      |

## **V. INSTRUCTIONS FOR PREPARATION OF FY 2004 BUDGET FORMS**

### **a) FORMS TO BE PREPARED AT THE DEPARTMENT (100) LEVEL**

**Form 103, Mission Statement, Goals/Objectives, and Recent Accomplishments**, highlights the department mission statement, and collects information on department goals and objectives. Space is also provided to collect data on recent department accomplishments. Use the samples as guidelines for simple, concise statements.

**Form 104, Legislative Intent Statements**, summarizes information on all legislative intent statements requested by the department.

**Form 105, Preliminary Legislative Issue Analysis/Recommendation**, summarizes information on all proposed legislation or other significant issues that may affect the department regardless of whether the department is supporting the legislation or whether the legislation will cause a financial impact on the department. Agencies are required to submit a form for each piece of potential legislation it is aware of.

**Form 150, Department Budget Increase Summary - FY 2004 Building Blocks**, provides a summary of all department FY 2004 ongoing and one-time budget increase requests, ranked in priority order. Each department must submit one **Form 150** summarizing, in priority order, all FY 2004 requests. Each budget increase on this form must have a corresponding **Form 400**. All “total” rows and columns are automatically calculated by the spreadsheet.

**Form 151, Department Budget Increase Summary - FY 2003 Supplementals**, provides a summary of all department FY 2003 one-time budget increase requests, ranked in priority order. Each department must submit one **Form 151** summarizing, in priority order, all FY 2003 supplemental requests. Each budget increase on this form must have a corresponding **Form 600**. All “total” rows and columns are automatically calculated by the spreadsheet.

### **b) FORMS TO BE PREPARED AT THE DIVISION/LINE ITEM (200) LEVEL**

**Form 210, Nonlapsing Summary by Line Item**, identifies requests for nonlapsing funds, should these funds become available, for anticipated amounts carried forward from FY 2003 for use in FY 2004, as allowed by UCA 63-38-8.1. Show the requested amount by general expenditure category by line item. Use “other” category only when an item cannot be incorporated into existing listed categories.

**Form 225, Schedule of Fees**, provides information on fees and proposed fee increases. List the title of all fees, both authorized and proposed. Give the current rate of existing fees, the proposed rate for new fees or fee rate changes, and the percent increase (automatically calculated by the spreadsheet), where applicable. The estimated number of units will be used to calculate the estimated total revenue from each source of fees. State the purpose for any proposed fee rate increase or increase in the number of fee units. For a definition of “regulatory fee”, see UCA 63-38-3.2(1)(d).

**Form 250, Operation and Maintenance Expenditures**, shows operation and maintenance costs, related FTEs, and related square footage by division. Agencies that track these costs at the department level may prepare a single form for their agency. All “total” rows and columns, plus the percentage increase are automatically calculated by the spreadsheet.

### **c) FORMS TO BE PREPARED AT THE PROGRAM (300) LEVEL**

**Form 360, Program Description**, identifies and describes programs and lists goals, objectives, and performance measures at the program level. Please include a five year history of the three most important performance measures for this program, plus projections for FY 2003 and FY 2004. A separate **Form 360** must be filled out for each program within a budgetary line item or 200-level organization.

**Form 361, Performance Measures Inventory**, is simply used to list each performance measure your agency currently uses to evaluate each program, as well as the most recent value for each measure. A separate **Form 361** must be filled out for each program within a budgetary line item or 200-level organization.

**Form 370, Federal Funding Detail**, provides budgetary information and funding sources for programs receiving federal assistance. Complete a separate **Form 370** for each program receiving federal assistance. Include federal amounts, percent of required state match, required dollar amount for state maintenance of effort, and list all funding sources used to meet the match requirement. Also include under “comments” if the program utilizes more state funds than are required to meet the state match.

**Form 371, Summary of Dedicated Credits**, provides budgetary information for dedicated credits using the FINET accounting system. This form must be completed by any program receiving dedicated credits. Please fill out this form to provide the dedicated credit detail information. First, list the name of the dedicated credit. Next, list the largest state programs funded with each dedicated credit, as well as the related percent. Also, provide the associated authority reference (i.e. UCA reference, Administrative Rule, etc.), as well as the FINET account code. Show the amounts for the Actual, Authorized, and Request years. Finally, show up to four rates for the dedicated credit and briefly describe the method used to determine the rate.

**Form 383, Leases**, is necessary per UCA 63A-3-103 and UCA 63-38-2 which require a complete analysis of lease obligations entered into by state agencies. Any agency with either capital or operating leases must prepare and submit these forms as part of the budgeting process. The criteria for the lease categories are:

**Capital Leases** (meets **one** of the following criteria): 1) Title transfers to the purchaser; 2) there is a bargain purchase option; 3) the lease term is greater than 75% of the asset's remaining useful life (this does not require capital lease classification if the beginning of the lease term falls within the last 25% of the total estimated economic life of the property); or 4) the net present value of the lease payments is greater than 90% of the current fair market value of the asset (this does not require capital lease classification if the beginning of the lease term falls within the last 25% of the total estimated economic life of the property).

**Operating Leases** (meets **all** of the following criteria): 1) the lease does not meet any of the capital lease criteria (generally rent); 2) the lease cannot be canceled; and 3) the lease does not expire within one year.

**Form 383** should include information concerning current leases and newly requested leases. For capital leases, it is necessary to list the projected principal and interest payments for the years listed. For operating leases, only the annual payment is required. For capital leases, the payment on the principal should equal the amount in object 7301 (Loan Repayment), and the payment on the interest should equal the amount in object 6266 (Capital Lease Interest). For operating leases, the total annual payment should equal the amount in objects 6161-6166 (facility related), 6587-6588 (DP related), and 6265 (Interest & Carrying Charges).

**Form 383A, Requested Lease Detail**, must be completed for all leases requested. Completion of this form requires the following: 1) description of the item to be leased; 2) lease period in years; 3) interest rate (for capital leases only); 4) projected annual payments for the years listed (for capital leases, specify how much is principal and how much is interest); and 5) total.

**Form 400, Request for Increase in Funds for FY 2004 Budget**, must be completed to describe and to justify all requests for additional resources above the base budget. Refer to the *State of Utah FY 2004 Budget Guidelines* for appropriate directions.

Use a separate **Form 400** for each FY 2004 ongoing or one-time budget increase request, and **organize them in priority order**. This form should include: 1) descriptive title of the budget increase; 2) the priority ranking of this budget increase request as part of a continuous ranking of all requests for the entire department; 3) circled indicators of ongoing vs. one-time and whether legislation is needed; 4) the authority reference mandating this request; 5) a three year history of appropriate workload measures and projections for FY 2003 and FY 2004; 6) the related goals and objectives, and a five year history of the performance measures related to this request plus projected measures for FY 2003 and FY 2004; and 7) the estimated Financing and Expenditures. Round all figures to the nearest \$100. Indicate any additional funds which might be required for this request in future years.

**Form 600, Request for Funds for FY 2003 Supplemental**, must be completed to describe and justify all requests for FY 2003 supplemental appropriations. Refer to the *State of Utah FY 2004 Budget Guidelines* for appropriate directions.

Use a separate **Form 600** for each FY 2003 one-time supplemental request, and organize them in priority order. This form should include: 1) descriptive title of the budget increase; 2) the priority ranking of this budget increase request as part of a continuous ranking of all requests for the entire department; 3) circled indicators of ongoing vs. one-time and whether legislation is needed; 4) the authority reference mandating this request; 5) a three year history of appropriate workload measures and projections for FY 2003 and FY 2004; 6) the related goals and objectives, and a five year history of the performance measures related to this request plus projected measures for FY 2003 and FY 2004; and 7) the estimated Financing and Expenditures. Round all figures to the nearest \$100. Indicate any additional funds which might be required for this request in future years.

## **B. Required Budget Prep Reports**

Agencies using Budget Prep must submit the following Budget Prep reports with their budget requests due **September 30, 2002**. *It is suggested that agencies submit Budget Prep files electronically to GOPB for review and approval prior to printing and submitting hard copies of reports.*

### **I. Before Printing All Reports for GOPB, Round Data to the Nearest \$100**

Post Totals in Budget Prep to:

- Round Actual Year
- Round Authorized Year
- Round Request Year
- Select entire agency

### **II. Department Level Category Reports**

#### **1) Base Budget - Value Difference Category Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference
- Detail - Category
- Roll-up Level - 1
- Scope - Base Budget
- Columns - Actual, Authorized, Request

#### **2) Budget Increases - Value Difference Category Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference
- Detail - Category
- Roll-up Level - 1
- Scope - Budget Increases
- Columns - Actual, Authorized, Request

### **III. Division (Line Item) Level Category Reports**

#### **1) Base Budget - Value Difference Category Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference
- Detail - Category
- Roll-up Level - 2
- Scope - Base Budget
- Columns - Actual, Authorized, Request

#### **2) Budget Increases - Value Difference Category Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference

- Detail - Category
- Roll-up Level - 2
- Scope - Budget Increases
- Columns - Actual, Authorized, Request

#### **IV. Program Level Category Reports**

##### **1) Base Budget - Value Difference Category Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference
- Detail - Category
- Roll-up Level - 3
- Scope - Base Budget
- Columns - Actual, Authorized, Request

##### **2) Budget Increases - Value Difference Category Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference
- Detail - Category
- Roll-up Level - 3
- Scope - Budget Increases
- Columns - Actual, Authorized, Request

***Note:** If your agency level 3 orgs do not represent program, you must print the following appropriation unit reports instead of the two reports listed above:*

##### **1) Appropriation Unit Category Report - Base Budget**

Select the following options from the Reports main menu:

- Other Reports - Appropriation Unit
- Detail - Category
- Scope - Base Budget

##### **2) Appropriation Unit Category Report - Budget Increases**

Select the following options from the Reports main menu:

- Other Reports - Appropriation Unit
- Detail - Category
- Scope - Budget Increases

#### **V. Program Level Object Reports**

##### **1) Base Budget - Value Difference Object Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference
- Detail - Object
- Roll-up Level - 3
- Scope - Base Budget
- Columns - Actual, Authorized, Request

## **2) Budget Increases - Value Difference Object Report**

Select the following options from the Reports main menu:

- Other Reports - Value Difference
- Detail - Object
- Roll-up Level - 3
- Scope - Budget Increases
- Columns - Actual, Authorized, Request

**Note:** If your agency level 3 orgs do not represent program, you must print the following appropriation unit reports instead of the two reports listed above:

### **1) Appropriation Unit Object Report - Base Budget**

Select the following options from the Reports main menu:

- Other Reports - Appropriation Unit
- Detail - Object
- Scope - Base Budget

### **2) Appropriation Unit Object Report - Budget Increases**

Select the following options from the Reports main menu:

- Other Reports - Appropriation Unit
- Detail - Object
- Scope - Budget Increases

## **VI. Personnel Reports**

### **1) Base Budget -Personnel Summary Report**

Select the following options from the Reports main menu:

- Personnel - Summary
- Roll-up Level - 3
- Scope - Base Budget

### **2) Budget Increases - Personnel Summary Report**

Select the following options from the Reports main menu:

- Personnel - Summary
- Roll-up Level - 3
- Scope - Budget Increases

**Note:** If your agency level 3 orgs do not represent program, you must print the following appropriation unit personnel reports instead of the two listed above:

## **1) Personnel - Summary by Appropriation Unit - Base Budget**

Select the following options from the Reports main menu:

- Personnel - Summary by Appropriation Unit
- Scope - Base Budget

## **2) Personnel - Summary by Appropriation Unit - Budget Increases**

Select the following options from the Reports main menu:

- Personnel - Summary by Appropriation Unit
- Scope - Budget Increases

## **VII. Program Compensation Reports**

### **1) Compensation Package Funding Report - 1% MERIT**

Select the following options from the Reports main menu:

- Compensation Package - Funding
- Roll-up Level - 3
- Columns - Request Year
- Compensation Package Calculations
  - Merit % - 1.0
  - Cola % - 0.0
  - Long % - 0.0

Press Calc. Compensation Button

### **2) Compensation Package Funding Report - 1% COLA**

Select the following options from the Reports main menu

- Compensation Package - Funding
- Roll-up Level - 3
- Columns - Request Year
- Compensation Package Calculations
  - Merit % - 0.0
  - Cola % - 1.0
  - Long % - 0.0

Press Calc. Compensation Button

**Note:** If your agency level 3 orgs do not represent program, you must print the following appropriation unit reports instead of the two reports listed above:

### **1) Compensation Package - Funding by Appropriation Unit Report - 1% MERIT**

Select the following options from the Reports main menu:

- Compensation Package - Funding by Approp.
- Columns - Request Year
- Compensation Package Calculations



Merit % - 1.0

Cola % - 0.0

Long % - 0.0

## **2) Compensation Package - Funding by Appropriation Unit Report - 1% COLA**

Select the following options from the Reports main menu:

- Compensation Package - Funding by Approp.
- Columns - Request Year
- Compensation Package Calculations
  - Merit % - 0.0
  - Cola % - 1.0
  - Long % - 0.0

Press Calc. Compensation Button